



## CITY OF WESTMINSTER TEMPORARY FIREWORKS STAND DIRECTIONS, TIMELINE AND CHECKLIST

8200 Westminster Boulevard, Westminster, CA 92683

(714) 548-3478

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**Applications, as deemed complete by the City, must be filed between MARCH 1<sup>ST</sup> AND MARCH 31<sup>ST</sup>.**  
**Applications are not given priority based on date of submittal.**  
**All applications received during the filing period will be reviewed *after* March 31<sup>st</sup> based on eligibility.**

### Intent

The intent of this document is to describe the procedures related to applying for a temporary fireworks stand permit to sell Safe and Sane fireworks in the City of Westminster. As prescribed in the Westminster Municipal Code (WMC), Section 9.66.060, no non-profit organization shall submit more than one (1) application for a temporary stand permit each calendar year. If more than one (1) application is submitted on behalf of any non-profit organization, including an affiliated organization, only the first application will be accepted. **There will be a maximum of fifteen (15) temporary stand permits issued by the City each calendar year.**

### Timeline

1. Applications, **as deemed complete by the City**, must be filed between March 1<sup>st</sup> and March 31<sup>st</sup>. While applications are not given priority based on date of submittal, it is encouraged to submit your application in a timely manner during this time period. This provides ample time to the City for review to determine if your application is complete.
2. When an application is submitted at City Hall, located at 8200 Westminster Blvd., the application will receive an over-the-counter review to determine completion. If it is determined that one or more of the major components have been excluded, the application will be returned at that time. If at a later date it is determined by the City to be incomplete, the organization will receive notification from the City in writing.

3. All **complete** applications received will be reviewed after the March 31<sup>st</sup> deadline to identify those organizations considered eligible to receive approval for a permit.
4. The completion period for review and approval of temporary fireworks stand permits is anticipated toward the middle of April of that calendar year. Those non-profit organizations receiving approval will be notified, in writing, by the City. At this same time City personnel will begin coordinating with the Orange County Fire Authority (OCFA) to establish a date to conduct an introductory meeting, which will include a representative from the non-profit organizations and firework vendors. This meeting is typically scheduled for mid-May of the calendar year, and attendance is **mandatory**.
5. At the **mandatory** introductory meeting, OCFA will distribute packets to the non-profit organizations and firework vendors. These packets include: (1) a blank Special Activity Permit and firework booth submittal requirements (site plan submittal and written authorization from the property owner for the location of the temporary stand; (2) required State Fire Marshal's Retail Fire License and other documentation; and, (3) OCFA required permit fees. The deadline to submit the completed packet and payment of fees is typically scheduled for early June of the calendar year. The cost of the OCFA permit fee is approximately \$450.00. (Note: the State Fire Marshal requirement for non-profits to submit for a retail firework application is June 15<sup>th</sup>.)
6. **Electrical and building inspections of the temporary stands will be conducted by City Building Inspectors between June 27<sup>th</sup> and June 30<sup>th</sup>.** The organization must call (714) 895-2898 twenty-four (24) hours in advance to schedule an inspection. If an inspection is required outside City Hall normal business hours, a \$197.00 After-Hours Inspection fee will be assessed.
7. Prior to the placement of any fireworks in or the sale of fireworks from a temporary stand, a separate electrical permit shall be obtained from the City for any electrical conductors installed for service to the temporary stand. The electrical permit is separate from the Fireworks Permit Filing Fee, and costs approximately \$50.00. Final approval must be obtained from the City's Building Division to ensure compliance with related codes prior to inspections by OCFA.
8. OCFA will conduct inspections between June 29<sup>th</sup> and June 30<sup>th</sup>. Inspections by OCFA will only occur if approval from the City's Building Division has been received.
9. Retail sales of safe and sane fireworks are authorized in the City by permit holders to occur between the hours of 10:00 a.m. and 10:00 p.m. between June 30<sup>th</sup> and July 3<sup>rd</sup>, and between the hours of 10:00 a.m. and 9:00 p.m. on July 4<sup>th</sup>.

10. From June 30<sup>th</sup> through July 4<sup>th</sup> daily temporary stand inspections will be conducted by City Code Enforcement.
11. The City Manager, Permitting Officer, or any public safety officer, may immediately suspend or revoke a permit and close a temporary stand upon determining the operation of the stand creates an imminent or substantial danger to the public health, safety or welfare.
12. Should a temporary stand permit be revoked, the City Manager or Permitting Officer has the authority to grant another temporary stand permit to another eligible organization that had previously submitted a completed application for that permitting year.

## Checklist

**The following items must be submitted in order to apply for and be considered for issuance of a temporary fireworks stand permit:**

1. A **completed** Temporary Fireworks Stand application (as deemed complete by the City).
2. Completed "Seller Identification" form (which shall be posted in the fireworks stand **at all times**, should the permit be approved).
3. Written authorization from the non-profit organization authorizing the application for a Temporary Fireworks Stand permit.
4. Proof of the organization's non-profit status.
5. Written authorization from the property owner for the location of the temporary fireworks stand.
6. Two (2) site plans showing the location of the fireworks stand, utilities, location of permanent structures indicating distances to the fireworks stand, drive aisles and driveways.
7. \$1,000.00 Filing Fee made payable to the City of Westminster. Note: a valid check for the filing fee must be submitted with the application; however, it will only be deposited in the event a permit is issued. If a permit is not issued, the check will be returned.

**If a temporary fireworks stand permit is approved for your organization, the following items will then be required:**

1. Submit a copy of the organization's valid Seller's Permit shall be submitted to the City within three (3) business days of permit approval.
2. Submit a \$200.00 Clean-up Deposit made payable to the City of Westminster. Deposit must be received **no later than June 1<sup>st</sup>**.
3. Submit a copy of the organization's valid City business license to operate a fireworks stand shall be submitted to the City within three (3) business days of permit approval.
4. Submit a copy of a Certificate of liability insurance to the City, no later than June 15<sup>th</sup> evidencing an occurrence-based policy of general liability insurance with the following minimum limits: public liability and property damage coverage of \$1,000,000 and general aggregate coverage of \$2,000,000. The City and its agents must be named as additional insured.
5. Obtain an Electrical permit from the City's Building Division. **Note: electrical and building structural inspections will be conducted between June 27<sup>th</sup> and June 30<sup>th</sup>. If an inspection is required outside of City Hall normal business hours, a \$197.00 After-Hours Inspection fee will be assessed.**
6. Review the Electrical Installation and Other Construction Requirements form, as provided by the City, to ensure compliance with the regulations.

**If a temporary fireworks stand permit is approved, the following items are required to be submitted to the Orange County Fire Authority:**

1. State Fire Marshal's Retail Fireworks License.
2. Two (2) site plans showing the location of the fireworks stand, utilities, location of permanent structures indicating distances to the fireworks stand, drive aisles and driveways.
3. Orange County Fire Authority Permit application.
4. Submit a Fire Permit Fee made payable to the Orange County Fire Authority.
5. Submit your fireworks merchandise delivery schedule.